



Committee Terms of Reference and Delegated Powers Curriculum and Student Affairs

Role

The Governing Body of Whitley Bay High School is given its powers and duties as an incorporated body. The statutory responsibilities of the governing body of a maintained school are detailed in [section 21 of the Education Act 2002](#). Its key roles are to:

- a. Oversee and approve all curriculum, pastoral, safeguarding and SEND policies;
- b. Review all the above policies at appropriate intervals and where necessary update them;
- c. Consider curriculum development in the long term and to maintain the overall breadth and quality of the curriculum (with consideration taken of practical and budgetary constraints);
- d. Monitor and evaluate student progress and attainment;
- d. Liaise with Governor representatives for SEND, Safeguarding and Child Protection, Pupil Premium and Careers

Whitley Bay High School Governing Body delegates these roles to the Curriculum & Student Affairs Committee which may take decisions within a scope of delegation, bring policies to the Full Governing Body and recommends other matters to the Governing Body for approval.

Term

The committee is a standing sub-committee of the Governing Body. The Chair and Vice-Chair are appointed annually. Membership may vary according to the requirements of the Governing Body and subject to the terms of office of individual members.

Membership

The Curriculum and Student Affairs Committee will comprise the following voting members:

- John Evans – Parent Governor (Chair) (Careers Link Governor)
- Ankita Lawson – Staff Governor
- Omar Mohamdee – Co-opted Governor
- Samantha Lane – Trust Governor (SEND/CLA Link Governor)
- Lara Lillico – Co-opted Governor (Vice-Chair) (Safeguarding and PP Link Governor)
- Fiona Ford – Parent Governor
- Helen Thompson – Co-opted
- Steve Wilson – Headteacher

Plus, non-voting members and the clerk:

- Linda Buckle – Deputy Headteacher/Advisor

- Sarah Fitzpatrick – Assistant Headteacher/Advisor/Clerk
- Sarah Lackenby – Assistant Headteacher/Advisor
- James Mackenzie – Assistant Headteacher/SENDCo/Advisor
- Rachel Thurlow – Assistant Headteacher/Advisor/Clerk

It is expected that link governors for Safeguarding, SEND, PP, CLA and Careers will sit on this committee.

Roles and Responsibilities

Roles and responsibilities include:

- review the curriculum offer, ensuring that [statutory requirements](#) are met
- ensure that the curriculum offer reflects the school's values
- ensure that the curriculum meets the needs of **all** pupils regardless of ability, age, sex or ethnicity.
- ensure that the requirements of pupils with special educational needs and disabilities (SEND) are met, as laid out in the Code of Practice.
- ensure that the curriculum provides opportunities for pupils to become physically confident in a way which supports their health and fitness.
- ensure that [required information](#) relating to the school's curriculum (and [careers programme](#) where relevant) is published on the school's website
- monitor and evaluate the results of pupil's learning in terms of progress and attainment and how well pupils perform in examinations and assessments.
- evaluate the impact of the curriculum in terms of pupils' preparedness for the next stage of education and employment.
- monitor and review the progress and attainment of specific groups of pupils including those in receipt of pupil premium funding and pupils with SEND.
- monitor and evaluate the impact of continuing professional development on the quality of teaching.
- consider recommendations relating to teaching and learning from external reviews of the school (for example, Ofsted or local school improvement advisers), and ensure an appropriate plan is in place to act on any recommendations.
- review and monitor any policies delegated by the full governing board

The membership of the Committee will commit to:

- attending all scheduled Curriculum & Student Affairs Committee meetings
- sharing all relevant communications and information across all Committee members
- making timely decisions and taking action so as to not hold up the project
- notifying members of the Committee, as soon as practical, of any risks or issues that may impact the delivery of the programme

Members of the Committee will expect:

- that each member will be provided with complete, accurate and meaningful information in a timely manner
- to be given reasonable time to make key decisions

- to be alerted to potential risks and issues that could impact members of staff and their well being
- open and honest discussions, without resort to any misleading assertions

Specific Delegated Powers

The Chair of the Committee will nominate a Governor to act as part of a student discipline sub-committee when one is required. The nominee will normally be the Chair themselves and two members of the Committee (subject to Governor availability).

Meetings

All meetings will be chaired by the Chair or Vice-Chair.

A meeting quorum will be either the Chair or Vice-Chair and three other voting Governor members.

Decisions are made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If consensus is not possible, the Chair recommends a decision to the Full Governing Body. Only Governor members of the committee have a right to vote.

Any possible conflict(s) of interest relating to the agenda must be declared by members at the start of each meeting.

Meeting administration will be provided by the Clerk to the committee, this includes:

- preparing agendas and supporting papers. Agenda items will be set by written submission by members to the Clerk to the Governing Body at least seven days prior to the meeting and will be approved by the Chair in advance of the meeting.
- preparing meeting notes to record the names of those attending, time and place of meetings and any decisions, action points or recommendations to be made to the Governing Body, clearly indicating which are decisions and which are recommendations. Recommendations must be framed in such a way as to offer the Governing Body clear proposals or alternatives to debate and upon which to take decisions.

Minutes of committee meetings will be submitted at the next available Full Governing Body meeting and be made available via the Whitley Bay High School SharePoint site.

Items which require a decision by the Full Governing Body will be specified in the committee's agenda.

Meetings will be held twice a term at Whitley Bay High School or virtually over MS Teams or Zoom.

The normal procedures and regulations appertaining to the Full Governing Body shall also apply to the committee.

Amendment, Modification or Variation

Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the committee members and subject to the approval of the Governing Body.

September 2023